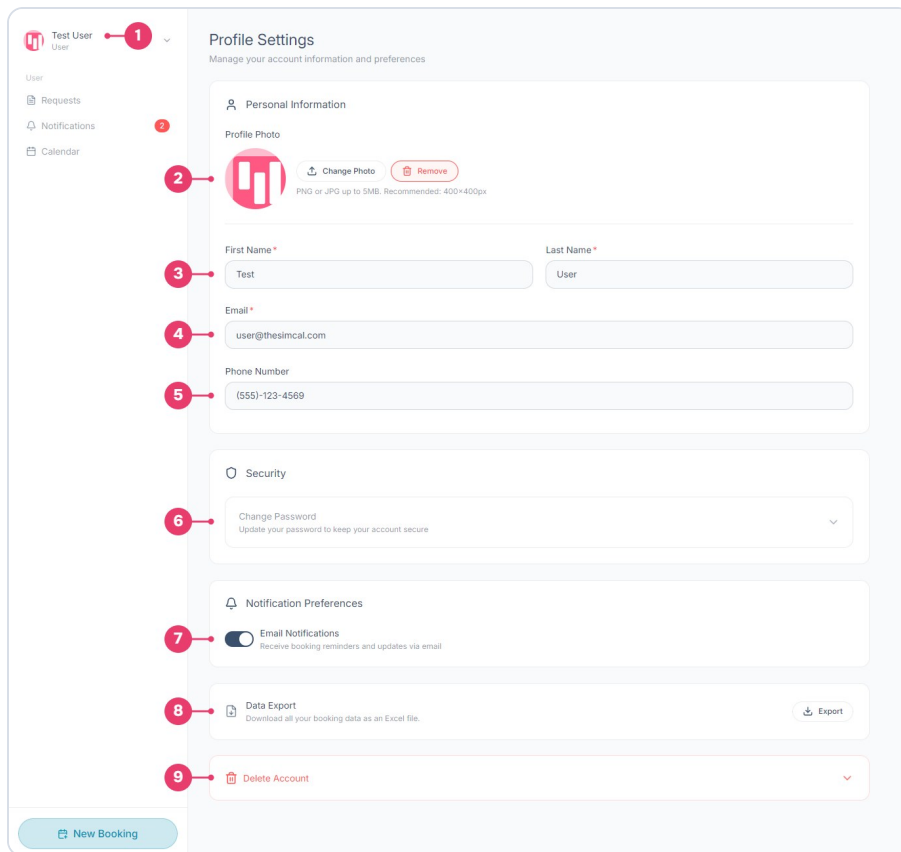


Your Profile Settings

USER GUIDE · Last updated September 1, 2026

Profile Settings is where you manage your personal details, password, notifications, and data. Open it from the account menu in your control panel by selecting the dropdown arrow next to your name in the top-left corner and choosing **‘Profile’** (badge 1 below).



The screenshot shows the 'Profile Settings' page. On the left is a sidebar with a user menu (1) containing 'Test User' and 'User'. Below it are links for 'Requests', 'Notifications', and 'Calendar'. The main content area is titled 'Profile Settings' with the subtitle 'Manage your account information and preferences'. It contains several sections: 'Personal Information' with a 'Profile Photo' (2) section showing a photo upload button and a 'Remove' button; 'First Name' (3) and 'Last Name' (4) input fields; an 'Email' (5) input field; a 'Phone Number' input field; a 'Security' section (6) with a 'Change Password' option; a 'Notification Preferences' section (7) with an 'Email Notifications' toggle; a 'Data Export' section (8) with an 'Export' button; and a 'Delete Account' section (9) with a red button. At the bottom left is a 'New Booking' button.

The Profile Settings page, with each area numbered.

What each area does

- 1 Account menu:** Select your name to open the menu where Profile Settings lives, and to log out.
- 2 Profile photo:** Upload a PNG or JPG (up to 5 MB; 400×400 px recommended). Until you add one, your initials are shown.
- 3 First and last name:** Your name as it appears on bookings and to your center's administrators. Both are required.
- 4 Email:** Required. This is your sign-in address and where confirmations, reminders, and updates are sent.

5 Phone number: Optional. A contact number your center can reach you on about your sessions.

7 Email notifications: Your center's administrators decide when email notifications go out. If you'd rather not receive them, you can turn them off here.

9 Delete account: Expand to permanently remove your account.

6 Change password: Expand this panel to set a new password.

8 Data export: Select Export to download all your booking data as an Excel (XLSX) file, useful for your own records or reporting.

Warning: Deleting your account is permanent and can't be undone. Export your booking data first if you want to keep a copy.

Good to know

- **Saving your changes:** when you edit any field, Save Changes and Cancel buttons appear. Select Save Changes to keep your edits, or Cancel to discard them.
- Required fields are marked with a red asterisk (*).

Have an idea? Spotted something that could work better? [Share it on our feedback board](#) and vote on suggestions from other centers.